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CITY OF LOS ANGELES  
CALIFORNIA



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MIRANDA PASTER  
ACTING DIVISION HEAD

November 7, 2012

[Name], [Title]  
[Organization name]  
[Address]  
[City, ST ZIP]

**RE: Save the Date: Mandatory Best Practices Seminar – March 13, 2013**

Dear [Name],

This letter serves as a “Save the Date” notice of a Best Practices seminar which requires mandatory attendance. A subsequent letter will be sent in the next few months with more detailed information about the duration and schedule of this mandatory seminar.

The Office of the City Clerk will hold a mandatory Best Practices Seminar for all Business Improvement Districts on Wednesday, March 13, 2013. The purpose of this seminar is to discuss the Best Practices for BIDs in regards to administration, reporting and implementation of your District services with the City of Los Angeles.

Although the exact times have yet to be determined, the conference will be held at the:

Controllers Conference Room  
Los Angeles City Hall East, 3<sup>rd</sup> Floor  
Los Angeles, CA 90012  
**Time: TBD** (between 9am and 4pm)

Parking will be made available and refreshments will also be served.

At least one District Board member is required to attend this meeting, but as many members of the Board who wish to attend may do so with confirmed RSVP. In addition, the Executive Director, or at least one administrative person, must attend from each District which has paid personnel in addition to its BID Board members. **Mandatory Attendance Required.**

Questions about this mandatory seminar should be directed to Paul Makowski of my staff at (213) 978-1125 or via email at [paul.makowski@lacity.org](mailto:paul.makowski@lacity.org)

Sincerely,

Miranda Paster, Acting Division Head  
Administrative Services Division

MP:RMH:pm